

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: WIA COST ALLOCATION PLAN WORKSHOP

The purpose of this bulletin is to announce a new training session entitled Workforce Investment Act (WIA) Cost Allocation Plan Workshop. The Capacity Building Unit (CBU), of the Workforce Investment Division, has designed a one-day session on how to develop a Cost Allocation Plan (CAP). This workshop is designed for Local Workforce Investment Area (LWIA) subcontractor staff, both new and those with some experience with WIA fiscal requirements. The workshop will include an overview of the federal cost accounting requirements, which require that all programs/grants that share in the benefits of a cost must also share in its expenses. The workshop will focus on the "what, why, and how" to develop a CAP. In addition, workshop attendees will participate in exercises and can discuss their own cost allocation issues, as the following areas are reviewed:

- WIA Administrative Requirements
- Types of Costs Shared vs. Direct
- Cost Allocation Plan
- Contents of a Cost Allocation Plan
- Cost Allocability
- Cost Pools and Types
- Documentation
- Measuring Benefit
- Four Steps to Developing a CAP
- Allocation Methods and Requirements
- Allocation Bases
- Resources

The pilot session for this new workshop is scheduled for February 23, 2005, and is limited to 30 participants. It will take place in Los Angeles, from 9 a.m. to 4 p.m. All LWIA staff and their subcontractor staff who are interested in attending this workshop should contact Ruth Crandall at (213) 485-0926. The class will be filled on first-come, first-served bases.

Two follow-up sessions have been scheduled for San Bernardino and Southbay. Please see the CBU Web site Calendar www.edd.ca.gov/wiarep/wiacal.htm for more information.

If any LWIA is interested in hosting this training for its staff and other local subcontractors, please contact Don MacMillan at (916) 654-8308.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division